

TOWN OF WILTON
SELECTMEN'S WORKSESSION MINUTES

Date: May 13, 2016
Time: 4:00 P.M.
Place: Town Office
Present: Chairman Kermit R. Williams, Selectmen William F. Condra and Daniel E. Donovan, III.
Recording Secretary Pamela Atwood.

The work session was called to order at 4:00 P.M. by Chairman Williams.

The purpose of the work session was to set the policy for vacation accrual. They discussed the many possible manners of accruing and using vacation. The following points were thought to be important:

- Limit the formula to 40 hours
- Earn vacation from day one
- Earned per hour based on your vacation rate
- Start with two weeks up front
- Earn based on position's planned schedule
- Spend it by the hour
- Implement January 2017
- Notify and give time to get ready
- Calculate how many hours a part time person is getting – need a formula for them
- Vacation given on January 1 to be used as they wish and can carry over two weeks
- For 2017: Carryover shows on first paystub then they accrue time as earned

A skeleton policy will be drafted by Kermit to discuss at the regular Selectmen's meeting. Following that the Department Heads will be invited to a meeting to discuss the policy.

A motion was made to adjourn the meeting at 5:39 P.M. by Selectman Condra, seconded by Selectman Donovan, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,
Recording Secretary

Kermit R. Williams, Chairman

William F. Condra

Daniel E. Donovan, III

Date Signed